

# FAMILY INTAKE FORM

The purpose of the Family Intake form is to share baseline information about parents being served by Healthy Families Oregon. This information allows the evaluation to measure how effective the service is in making positive changes in their lives. This form should be completed based on information you have gathered about the family, or asked the family about directly, during initial home visits.

The Family Intake is a single page, front and back, and is grey in color. Please confirm you are using the correct form by verifying that the upper right hand corner reads “Version 14 January 1, 2020”.

Please complete these required pieces of information:

- Child Name
- Home Visitor ID
- Child of Focus ID
- Family County of Residence
- Today’s Date
- Child’s Date of Birth

If any of these fields are not filled out, the data cannot be reliably linked to other evaluation data and will be returned to the program.

Important things to note regarding use of the Family Intake form:

- The Family Intake form should be completed within 1 month of the baby’s birth for *every* family who receives home visits. If the family begins services prenatally, you should wait to complete the form until after the baby is born, as there are questions specific to the child’s birth.
- Even if the family is on Creative Outreach during the first month after the baby’s birth, the form is still required and should be completed provided the family has received at least one home visit.
- Please note there are *no* ‘mark all that apply’ items on the Family Intake form. This means that you may only select one response per question, so even if two options seem to fit, please choose the response that best reflects the answer. Questions for which more than one response is bubbled in will be considered unanswered/missing data by the scanning software.

Below is a summary of questions 1 through 16 regarding the family’s current status:

1. Questions 1 and 2 are used to indicate the focus child’s primary caregiver(s). For consistency across reporting, we ask that you indicate the primary caregiver in question 1. For the evaluation data, the primary caregiver is the parent who is participating in Healthy Families. If both parents are participating, please pick the parent who is likely to be the *main* participant in

home visits. You may indicate the other caregiver in question 2. If there is no second caregiver, question 2 may be left blank.

2. The answers to questions 3 and 4 allow us to determine whether a family is below, at, or above the federal poverty level. The question is designed to get at monthly income, but if the information you have is an annual salary or hourly wage, you may need to do a quick calculation to arrive at the monthly income. The percent of families living below the poverty line is an important indicator for Healthy Families and allows us to make comparisons between Healthy Families and other early childhood programs.
3. Questions 5 through 9 ask whether the parent is serving (or has served) in the armed forces, has been incarcerated, has a developmental delay, and/or has stable housing and are required reporting for Healthy Families America.
4. Question 10 asks about the caregiver's housing situation in the past 60 days. While similar to question 9, the intention behind this question is to look at the caregiver's recent housing condition (within the last 60 days).
5. Questions 11 and 12 are meant to record how many children are living in the household at the time you complete the Family Intake. Question 11 should include the number of children living in the household *under age 5*. Question 12 should include the count in question 11 *plus* any additional children in the household between the ages of 6-17. These numbers should reflect all the children in the household, not just the children parented by the primary caregiver. However, do not include children who are living in a different household. Children aged 18 or older should not be included in these counts, even if they are still a part of the household.
6. Questions 13 through 16 are related to the focus child being served by Healthy Families. From these questions you can see why it is necessary to fill out this form *after* the birth of the baby (e.g., question 13 asks whether the baby was born premature).

Below is a summary of the final section of the Family Intake form which covers additional questions about the family:

1. Questions 17 and 18 ask about the current health insurance status of both the primary caregiver and the child. Please select the main insurance for each. If there is more than one insurance, select the *primary* insurance.
2. Questions 19 through 22 ask about involvement in the child welfare system. Involvement in child welfare includes both voluntary and involuntary services related to parenting and maintaining the safety of the child and is a main Healthy Families Oregon outcome indicator.
  - a. Question 19 is specific to child welfare, so please do not include any non-child welfare services from Department of Human Services (DHS) – like TANF or housing – when responding to this item.
  - b. On Question 21, you should indicate “Yes” only if a formal report has been made to DHS Child Welfare, such as through the Child Abuse hotline or other formal referral source. The child abuse/neglect reports do not yet have to be substantiated in order to answer “Yes” to

this question. However, do not include reports made for spousal abuse, unless the child was present, and the report was made on behalf of the child.

3. Questions 23-28 ask additional health-related questions about the caregiver related to smoking, access to a primary health care provider, and breastfeeding.
  - a. On questions 23, 24, and 25, tobacco and marijuana are combined because the outcome of interest is exposure to smoke and potentially harmful chemicals. The CDC recommends not smoking either substance during pregnancy. Therefore, both are included in these questions.
  - b. For questions 26 & 27, the definition of a primary health care provider, according to Healthy Families America, is “the primary individual, provider, medical group, public, and/or private health agency, or a culturally recognized medical professional where participants can go to receive a full array of health, mental health and medical services.”
  - c. Finally, on question 28, please mark “Yes” if the mother is breast feeding, even if she is supplementing some feedings with formula.